

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY**

Transportation Planning Assistant 1 - target class Transportation Planning Assistant 2
Bureau of Policy and Planning

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public
Location: DOT Administration Building, 2800 Berlin Turnpike Newington, CT
Hours: 40 Hours per week
Salary: Pay grade FS13 (\$19.83 hourly)
Closing Date: 3:00 p.m., September 17, 2014

Position Description: There is a Transportation Planning Assistant 1 job opportunity currently available in the crash Data and Analysis Unit in the Bureau of Policy and Planning, located in the DOT Newington Administration Building. This position is full time, 40 hours per week. With satisfactory performance, the selected candidate will be eligible for promotion to the target class of Transportation Planning Assistant 2 when they meet the experience and training requirements for Transportation Planning Assistant 2 and meet the requirements for promotion by reclassification as stated in the Department of Administrative Services [General Letter 226](#).

The candidate selected for this position will work for and receive general training under the direction of a Transportation Planner I or an employee of a higher grade. Candidate will be trained to assist in developing and preparing maps, charts, graphs, diagrams and other

Duties include: The duties of this position will include collecting, reviewing and analyzing crash data for accuracy, timeliness and completeness. It will require the synthesis of crash data to better enable problem identification and allocation of funds to address problem areas. This position will be responsible for the development of charts, graphs and reports to assist the department's engineers and planners in using data driven decision making to improve the safety of the roads in Connecticut. This position will work closely with law enforcement agencies to ensure the complete and accurate reporting of timely crash data. Knowledge of Excel, Word and the department's Collision Analysis System is preferred.

To be successful in this position, a candidate should have good writing and oral communication skills, working knowledge of Microsoft office, the ability to read and interpret town maps and site specifications, good interpersonal skills and be able to complete assignments within specified deadlines. Responsibilities require the ability to effectively organize, evaluate, summarize and present data and to learn new skills; to perform site analysis work; to read and interpret design and construction plans; prepare simple reports and perform related duties as required.

Eligibility Requirement: Candidates must meet the following general experience requirements:

General Experience: One (1) year of experience in transportation planning related activities with a recognized transportation or planning agency, consulting firm or similar planning organization.

Note: For State Employees, the General Experience will be interpreted at or above the level of Office Assistant or Data Entry Operator 1 assigned to transportation planning activities or Department of Transportation Maintainer 2 assigned to maintenance planning related activities.

Application Instructions: Submit an application ([State of Connecticut Application for Examination of Employment Form CT-HR-12](#)) and copies of last two service ratings (State employees only) to:

**DEPARTMENT OF TRANSPORTATION
Bureau of Policy and Planning
2800 Berlin Turnpike
Newington, CT 06111
Attn: Ms. Melanie LaPenta
Fax: 860-594-2056
Email: Melanie.Lapenta@ct.gov**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Refer to the DAS website at www.das.state.ct.us/HR/Jobspec/JobSearch.asp for job specification requirements. Interviews may be limited to candidates whose experience and training most closely meet the requirements of this position. The candidate pool resulting from these interviews may be used to fill future Transportation Planning Assistant 2 positions in the Bureau of Policy and Planning within one year.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.